

JUNEAU COUNTY POSITION DESCRIPTION

JOB TITLE: Public Health Nurse **DEPARTMENT:** Public Health Department

DIRECT REPORT TO: Public Health Supervisor **GRADE:** 24

SALARY RANGE: \$25.8163 - \$32.9308 **POSITION:** Full Time, Non Union, Non-Exempt

GENERAL FUNCTION

To provide services in public health programs that promote and maintain the health of individuals, families, groups, and the community through teaching, counseling, and appropriate preventive screening measures. Primary responsibilities will be as a Nurse-Family Partnership (NFP) Nurse Home Visitor

PURPOSE

The Nurse-Family Partnership (NFP) Nurse Home Visitor is responsible for providing comprehensive nursing services to women and their families eligible for the NFP Program. Nurse home visitors are responsible for maintaining the highest standards in clinical nursing practice and adherence to the NFP model, and to policies, procedures, guidelines and standards of NFP and the health department. Nurse home visitors report to the NFP Nurse Supervisor.

ESSENTIAL FUNCTIONS

Basic

- Provides home visits to women and their families eligible for the NFP Program.
- Adheres to nursing process and the NFP model of home visitation.
- Capable of carrying a case load of up to 25 clients.

Administrative

- Supports policies, procedures, guidelines and standards of NFP and the lead agency.
- As requested/required, participates in community coalition in support of NFP.
- As requested/required, promotes public awareness of NFP.
- Develops and maintains community relationships to support client referrals.

Clinical

- Completes all required NFP education.
- Attends and participates in all required Family Foundation Comprehensive Home Visiting grant and/or NFP trainings.
- Develops therapeutic relationships, utilize concepts of reflection and motivational interviewing with women and their families in a home visiting environment.
- Performs home visiting in accordance with the NFP Model Elements and NFP Visit-to-Visit guidelines.
- Follows nursing process in implementing NFP into nursing practice
- Assesses physical, emotional, social and environmental needs of women and their families as they relate to the NFP domains.
- Assists women and their families in establishing goals and outcomes.
- Provides education, support and referral resources in assisting women and their families

in attaining their targeted goals.

- Consults and collaborates with other professionals involved in providing services to women and families.
- Formulates nursing diagnosis based on nursing assessment and client goals.
- Evaluates client progress toward stated goals and NFP outcomes.
- Plans home visits in accordance with client goals and NFP outcomes.
- Actively engages in professional development to meet all NFP Nurse Home Visitor competency requirements.
- Meets with NFP Nurse Supervisor weekly for clinical supervision.
- Utilizes reflective practice in supervisory sessions.
- Schedules joint home visits with NFP Nurse Supervisor every four months.
- Attends and participate in bi-weekly team meetings and case conferences.
- Provides information to support staff for timely and accurate data input to the NFP performance management system and other grant requirements.
- Participates in review and analysis of reports for achievements and areas for improvement.
- Participates in quality improvement efforts.
- Maintains confidentiality.
- Documents appropriately.
- Performs related duties as assigned or required.

Team

- Understands, supports, and coaches others in the NFP vision, mission and model.
- Represents the NFP vision, mission and model in actions and verbally to both internal and external customers and colleagues.
- Assists in creating a positive work environment that promotes productivity, mentoring, teamwork and cooperation.
- Elicits and considers differing viewpoints when analyzing issues.
- Recognizes accomplishments of team members.

Communication

- Maintains clear, effective, open, honest communication with both internal and external customers and colleagues.
- Creates, maintains and supports a safe environment for open discussion.
- Maintains confidentiality.
- Seeks and responds appropriately to feedback.

Professional Development

- Accurately assesses own learning needs and develops strategies to meet them.
- Motivated to utilize computer for distance learning.
- Stays informed of current health care developments to provide safe, quality nurse home visiting services.
- Establishes and records progress toward annual goals.

Other Duties

- Incorporate appropriate changes in own practice suggested by self-evaluation, client evaluation, quality assurance, and program changes.
- Collaborate with other health care providers, professionals, and community representatives to promote prevention activities.

- Assume responsibility for program leadership.
- Comply with all agency policies and the Wisconsin Nurse Practice Act.
- Attend staff meetings and inservices as scheduled.
- Other duties as may be assigned

NOTE: During a Public Health Emergency/Communicable Disease Outbreak, Public Health Employees may be required to accept and fulfill specialized assignments. These duties may include fulfilling assignments during non-typical work hours such as evenings and weekends. Duties may include: performing emergency response roles, disease investigation and monitoring inside and/or outside of Juneau County.

JOB QUALIFICATIONS

- BSN required.
- Current certification of registration as a Registered Professional Nurse under Ch. 441, Stats. plus one of the following:
 - A Bachelor's Degree from a nursing program accredited by the National Professional Nursing Education Accrediting Organization, or from a nursing program accredited by the Board of Nursing under Ch. 441, Stats. The program shall include preparation in public health nursing.
 - A Master's Degree from a nursing program accredited by the National Professional Nursing Education Accrediting Organization, or from a nursing program accredited by the Board of Nursing under Ch. 441, Stats. The program shall include preparation in public health nursing.
- Professional liability insurance.
- Current CPR
- Two years recent experience in maternal/child health, public health, home visiting or mental/behavioral nursing preferred.
- Home visiting experience preferred.
- Excellent written and verbal communication skills.
- Basic computer skills.
- Valid driver's license and insured automobile required.
- Able to travel by air to Denver, CO for all face-to-face education sessions

ABILITIES AND DEMANDS OF THE POSITION

Language Ability and Interpersonal Communication

- Ability to analyze data and information using established criteria, in order to define consequences and to consider and select alternatives. Ability to compare, count, differentiate, measure and/or sort data and information. Ability to assemble, copy, record, and transcribe data. Ability to classify, compute, tabulate, and categorize data.
- Ability to persuade, convince and train others, including the ability to act in a lead capacity. Ability to advise and interpret how to apply policies, procedures, and standards to specific situations.
- Ability to utilize advisory and design data and information such as Nurse Practice Act, high tech manuals, nursing manuals, patient charts and records, program participants lists and schedules, reports, meeting agendas and minutes, public health statutes, Physician's Desk Reference, educational curricula, medical research materials, medical texts, medical

assistance forms, maps and platbooks, public health program manuals, rules, and regulations.

- Ability to communicate verbally and in writing with department personnel, patients, and clients, medical care providers, hospital and clinic personnel, educators, students, emergency medical personnel, community groups, the general public, social workers, and health issue advocacy groups.

Mathematical Ability

- Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.

Judgment and Situational Reasoning Ability

- Ability to use functional reasoning development in performing functions within influence systems such as associated with supervising, managing, leading, teaching, directing, and controlling.
- Ability to apply situational reasoning ability by exercising judgment, decisiveness, and creativity in situations involving the evaluation of information against sensory or judgmental criteria.

Physical Requirements

- Ability to exert very moderate physical effort in sedentary to light work, involving stooping and kneeling. Ability to lift, push, and pull.
- Ability to recognize and identify degrees of similarities or differences between characteristics of colors, forms, sounds, odors, and textures associated with objects, materials, and ingredients.

ENVIRONMENTAL WORKING CONDITIONS

Ability to work within the health department, client's home, industries, schools, civic organizations, etc. with exposure to disease, changing weather conditions, odors, toxic agents, violence, noise, and dust.

EEOC/AA/ADA

Juneau County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

This position description has been prepared to assist defining job responsibilities, physical demands, working conditions, and skills needed. It is not intended as a complete list of job duties, responsibilities, and/or essential functions. This description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees under supervision. The County retains and reserves any or all rights to change, modify, amend, add to or delete, from any section of this document as it deems, in its judgment, to be proper.